

Minutes of the  
Dodge County Highway Committee Meeting  
June 13, 2019

**CALL TO ORDER:** The meeting of the Dodge County Highway Committee was called to order by the Chairman at 8:30 a.m. on June 13, 2019 in the Dodge County Highway building.

**ROLL CALL AND NON-COMMITTEE MEMBER COUNTY BOARD SUPERVISOR**

**ATTENDANCE:** The following members were present – Jeffrey Caine, Richard Fink, Jeff Berres, and William Muche. David Frohling was absent. The following non-Committee County Board Supervisor was in attendance: Dennis Schmidt. Commissioner Brian Field, Assistant Commissioner Peter Thompson, County Administrator Jim Mielke, and County Board Chairman Russell Kottke were also present.

**PUBLIC COMMENT:** There were no public comments.

**APPROVAL OF THE MINUTES OF THE MAY 23, 2019 MEETING:** Motion by Muche and seconded by Fink to approve the minutes of May 23, 2019. Motion carried.

**COMMITTEE REPORTS:**

- Highway Condition/Safety Concerns – Caine reported poor pavement concerns on CTH I west of CTH A. CTH I (STH 26 – STH 49) is also in poor condition. CTH K near CTH JK is failing due to the paving on CTH KW.

**DISCUSS 2019 SUMMER ROAD SCHOOL EVENT:** The Supervisors discussed the summer road school event and shared information on transportation funding options, general transportation aids, and current concerns.

**APPROVE PER DIEMS AND EXPENSES:** Motion by Muche and seconded by Berres to approve the following per diems and expenses:

May 22 for Frohling and Muche to review CTH M appraisals at the Juneau Highway office  
June 3 and 4 for Fink and Muche for attending the WCHA summer conference  
June 5 for Caine, Fink, and Muche for attending the WCHA summer conference

Motion carried.

**COMMISSIONER'S REPORTS:**

- **Employee Recruitment/Retainage** – Field reported that a new account technician has been hired and is scheduled to start June 17<sup>th</sup>. Efforts continue to fill the remaining five vacancies on the Highway Department roster.

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**ERP (ENTERPRISE RESOURCE PLANNING) UPDATE:** Field explained the process and ultimate decision to transition from JD Edwards to CHEMS (County Highway Expenditure Micro-Computer System) for job cost accounting in the Highway offices January 1<sup>st</sup>, 2020. The Highway Office will utilize Tyler Munis for the financial applications, i.e., accounts payables, accounts receivables, and budgeting.

**PROJECT UPDATES:**

- **Seal Coating** – crews are seal coating various state and county highways and will complete this process on June 17, 2019, weather permitting.
- **CTH KW Bridge Deck Overlay** – The CTH KW/Pratt Creek bridge deck overlay is completed.
- **CTH KW (STH 26 – Lowell) Paving Contract** – Surface paving will begin the week of June 17<sup>th</sup>; shouldering and striping to follow.
- **CTH YY (LeRoy – STH 49) Paving Contract** – Northeast Asphalt is currently paving this section.
- **CTH M (CTH E – CTH JM)** – Thompson has started the right-of-way acquisition process for this project.
- **Public Hearing to Update Airport Layout Plan** – Thompson reported that a public hearing has been scheduled for the updates to the airport layout plan on Wednesday, June 19<sup>th</sup>, at 6:00 p.m. in Rooms 1G and 1H of the Administration Building.

**AG LAND/FARM PRESERVATION POLICY:** Muche presented a proposal to consider amending future airport ag land leases to encourage healthy soil, healthy water best management practices. This concept will be discussed in more detail at a future meeting.

**BUILDING COMMITTEE DISCUSSION REGARDING STORAGE BUILDING SITE NEEDS AT THE JUNEAU HIGHWAY FACILITY:** Supervisor Dennis Schmidt addressed the Committee to present potential need for a storage building site for a future Sheriff's Office storage building. Several options were discussed. No action was taken.

**REESEVILLE SHOP REPLACEMENT SITE OPTIONS:** Numerous "green space" properties in or near the Village of Reeseville have been considered by the Committee as future replacement sites for the Reeseville satellite highway shop. It was the consensus of the Committee to pursue developing and finalizing plans to replace the Reeseville Shop on the

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existing satellite shop property in the Village of Reeseville. Department staff will contact Angus Young Associates and Maas Brothers to begin this process.

**DISCUSS 2020-2024 CAPITAL IMPROVEMENT PLAN:** Field gave an update on the current draft of the 2020–2024 Capital Improvement Plan for the Highway Department.

**REVIEW, CONSIDER, AND POSSIBLY TAKE ACTION ON THE FOLLOWING:**

- **Airport Hangar Lease Transfer Request for Lot 52** – Motion by Fink and seconded by Muche to approve the transfer of the hangar lot lease for Lot 52 from Amber Ludolph to Steve Krog. Motion carried.
- **Amending Office Lease Agreement at 850 Mallard Drive, Mayville** – The purchase and office lease process for the Mayville satellite shop located at 850 Mallard Drive was reviewed. Several options to modify the terms of the current lease with Schmid Pipeline were discussed. Field will contact the lessee to discuss these options. These options will be discussed at a future meeting.

**REVIEW VOUCHER AND CREDIT CARD PAYMENTS:** Vouchers and the June credit card payment report were reviewed.

**DETERMINE NEXT MEETING DATE AND TIME:** The next meeting will be at 8:30 a.m. on June 27, 2019 in the Juneau Highway office.

**FUTURE AGENDA ITEMS:** Airport ag land and Mayville lease.

**FIELD REVIEW:** There was no field review.

**ADJOURN:** The meeting adjourned at 10:23 a.m.

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Jeffrey Caine – Chairman

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Richard Fink – Secretary

**Disclaimer:** The above minutes may be approved, amended, or corrected at the next Committee meeting.